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16 March 1977

MEMORANDUM FOR: Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Hiring Capability of the Intelligence  
Community Staff and the Central  
Intelligence Agency

1. In recent days you have asked that we take action to employ [REDACTED]

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[REDACTED] We have started the appropriate courses of action on these cases. On the assumption that you may have a desire in the short-term to employ some additional individuals, particularly at the high end of the salary range, I believe it would be a service to you if I described in general terms our current hiring capability. This includes both the total number of individuals we are authorized to have on duty and, more specifically, those at the higher salaries. The facts pertaining to the Agency and the Intelligence Community Staff (IC Staff) are somewhat different and I will treat them separately.

2. With reference to the Central Intelligence Agency, the facts are as follows. While our FY-77 personnel ceiling had been authorized at [REDACTED] it has now been reestablished temporarily at [REDACTED]. This is because the Presidential Directive of 1 March 1977 directing a partial freeze on hiring, established as the new authorized ceiling the number of employees on duty that day. We were 78 under strength as an agency on 1 March. The Presidential Directive, incidentally, states that the Office of Management and Budget plans to work out with all agencies new permanent ceilings for FY-77 and FY-78 sometime in April 1977.

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3. The impact of the edict to hire against only 75% of vacancies occurring after 1 March in this Agency is as follows. On experience factors we project attrition for both March and April at the total of 80. At this time commitments exist to 52 applicants to call them to duty in

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March. Our plans are less firm should the freeze continue through April, but preliminary planning indicates we would like to call to duty 20 clerical employees and 40 professionals and technicians. We would give preference to those who have committed entrance-on-duty dates in April, to minorities, and to those already cleared but on whom an entrance-on-duty date has not been established. This plan, however, can obviously be adjusted to meet any goal you would like to establish.

4. The facts on the higher paid positions are as follows. The Agency is authorized [redacted] Positions [redacted] and the total number is currently on duty. The Agency is authorized, by agreements worked out with the Director of Central Intelligence and the Office of Management and Budget, [redacted] supergrade positions (GS-16, GS-17, and GS-18). There has been, incidentally, some interest expressed by both the Office of Management and Budget and the House Appropriations Committee to reduce this total number. As of this time, we have [redacted] serving at the supergrade level. Further in this connection, we run a semi-annual promotion review to the supergrade level. Submissions for promotion to supergrade are due to be submitted to our Director of Personnel by 1 April.

5. As it pertains to the Intelligence Community Staff, they have furnished me the following information. They have [redacted] supergrade positions of which there are [redacted] [redacted] Although the [redacted] have been approved by the DCI and OMB, they have been sized against an anticipated T/O [redacted] which, as you know, is the subject of consideration by Congress in our supplemental reclama. Further, in light of the fact that the approved T/O by Congress for the IC Staff is [redacted] on board, there is a moratorium on further hiring to the Staff until the supplemental is resolved.

6. Assuming favorable consideration by Congress of our request, the IC Staff would have, in addition to the [redacted] vacant supergrades, [redacted] vacant GS-15's and [redacted] vacant GS-13, and two military positions of MAR-06 and MAR-04. If we look to military rotations during this calendar year, a GS-15 position and an MAF-06 position will open up in July. Additionally, we have an MAR-06 for which a replacement has been selected.

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In Sum:



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Again, all the above are dependent upon favorable supplemental request. Further, it should be noted that military personnel may be placed against GS positions.

7. I believe you should be aware of the facts contained in this memorandum and I will be happy to elaborate on them should you desire.

*John F. Blake*

John F. Blake

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